



ASSISTANT DIRECTOR OF CATHOLIC SCHOOLS

Applications close: Thursday 23 July, 11.59pm





Welcome to an Opportunity to Lead with Purpose

Are you an accomplished educational leader who thrives on challenge and transformation?

Do you bring strategic clarity, deep faith, and a desire to shape the future of Catholic education?

THE OPPORTUNITY

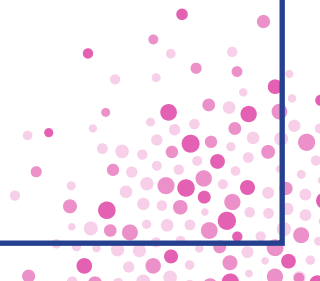
This is more than a leadership role - it's a calling.

Catholic education across the Diocese of Maitland-Newcastle is growing, evolving and deeply connected to community. We're looking for an exceptional leader to help shape its future as our next Assistant Director of Catholic Schools.

With 58 schools and more than 21,000 students across our region, this role is about real impact: mentoring school leaders, guiding change, and helping to build vibrant places of learning grounded in the Gospel.

You'll work shoulder to shoulder with the Director of Catholic Schools to lead big-picture strategy, support principals through challenges and change, and champion excellence, equity and Catholic identity in every school.

This role is suited to a collaborative and capable leader who is confident navigating complexity, building strong relationships, and leading with integrity. You will bring sound judgement, clear direction, and a commitment to supporting schools and communities as they continue to grow and thrive.



ABOUT US

The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 150,000 Catholics.

Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare Social Services, St Nicholas Early Education, Hunter Community Housing, Office of Safeguarding and the Catholic Community Fund, the Diocese provides, spiritual, pastoral, education and care, social welfare, and community development.

The Diocese manages assets in excess of \$1 billion, has an annual revenue of around

\$500 million, and close to 5,500 staff – we are the third largest employer in the region.

Our Catholic Schools are a core component of Shared Services and work with all aspects of the Diocese to support the achievement of our Diocesan Strategy.

Our Vision

To live the joy of the Gospel and share it with the world.

Our Mission

We are committed to serving all in the community so that they may experience life to the fullest.

Our Values



COMPASSION



HOPE



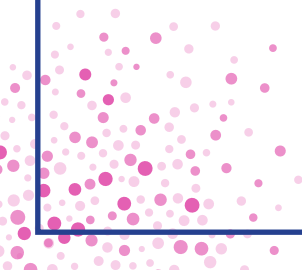
INTEGRITY



JUSTICE



PARTICIPATION





Our Bishop

Most Rev Michael Kennedy

BISHOP OF MAITLAND-NEWCASTLE

Bishop Michael Kennedy was installed as the ninth Bishop of Maitland-Newcastle on 17 March 2023 at Sacred Heart Cathedral, Hamilton.

Originally a teacher, Bishop Michael commenced seminary studies in 1992 and was ordained a priest in 1999. Prior to joining Maitland-Newcastle, Bishop Michael served as an Assistant Priest, Parish Priest, and then in various roles at Charles Sturt University, Vianney College and across the Diocese of Wagga Wagga. Bishop Michael most recently served as the Bishop of Armidale from February 2012, and the Apostolic Administrator of the Wilcannia Forbes Diocese (2012-2014). In addition, he has served on various Bishops Commissions and Councils and is currently a member of the Bishops Commission for Social Justice, Mission and Service.

WHAT WE'RE LOOKING FOR

We seek a leader deeply grounded in Catholic faith — one who embraces the Church's teachings and reflects those values in every aspect of their leadership.

The Assistant Director of Catholic Schools is a ministry of service and accompaniment. This role calls for someone who walks closely with our school leaders, offering wisdom, encouragement, and strength grounded in Gospel teachings. You will witness the Church's mission of education, fostering communities where faith, hope, and love are lived daily.

This role requires more than operational skill — it demands a pastoral heart and a prophetic vision. We need a leader who:

- Embodies servant leadership, always seeking to serve others with humility and compassion.
- Is deeply committed to nurturing the spiritual, academic, and personal growth of every student and staff member.
- Understands the sacred responsibility of Catholic education as a vocation and a partnership with families and parishes.
- Leads with integrity, courage, and clarity, inspired by Catholic teachings and values, and the Church's mission.
- Builds trust and unity, strengthening our diocesan family and fostering collaboration that empowers leaders to flourish.

You will be a vital support to principals as they face the joys and challenges of leadership — a guide who listens well, advises wisely, and inspires confidently. Your role will be to translate vision into action, shaping a future where Catholic education in our Diocese continues to be a beacon of faith and excellence.

If you feel called to serve in this vital ministry of leadership and formation, we invite you to prayerfully discern this opportunity. Together, we can build schools that form disciples, nurture hope, and transform lives.

OUR DIOCESE

The Diocese of Maitland-Newcastle represents the Catholic Church across a significant geographical area, serving approximately 150,000 Catholics.

VIEW OUR **WELCOME VIDEO**



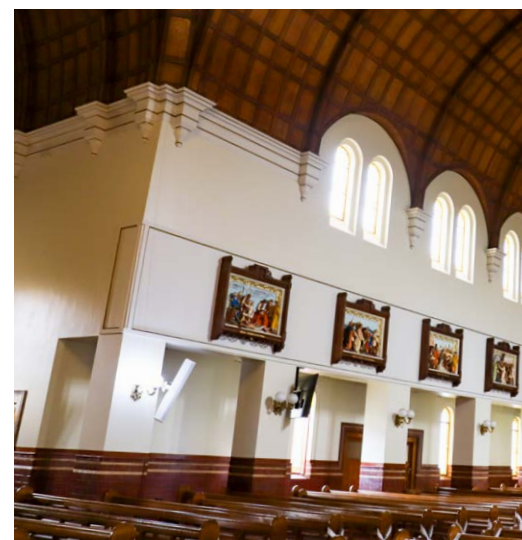
Our Community



98%
COMPLIANCE RATE

NATIONAL CATHOLIC
SAFEGUARDING STANDARDS AUDIT

*As at May 2025





100+
RESIDENTIAL PROPERTIES
UNDER MANAGEMENT



58
SCHOOLS
21,000+
STUDENTS



23 DISTINCT SERVICES AND LOCATIONS
17,665 PEOPLE SUPPORTED
THROUGHOUT 2024
53,620 MEALS SERVED WITHIN
FOOD PROGRAMS

CLOSE TO
150,000
CATHOLICS IN THE REGION

38 PARISHES
66 CLERGY

5,300+ EMPLOYEES
10 LOCAL GOVERNMENT AREAS
6,400+ VOLUNTEERS



\$61M+

DISTRIBUTED TO SUPPORT THE WORK OF THE
DIOCESE IN THE PAST 10 YEARS

\$400M+
DEPOSITOR FUNDS

\$350M
LOANS

St Nicholas

DIOCESE OF MAITLAND-NEWCASTLE



500+ EDUCATORS SUPPORTED
THROUGH PATHWAYS PROGRAMS
6,000 CHILDREN ENROLLED
12 EARLY EDUCATION SERVICES
32 OOSH CENTRES



POSITION OVERVIEW

The Assistant Director of Catholic Schools plays a pivotal leadership role within the Catholic Diocese of Maitland-Newcastle, supporting the mission of delivering high-quality Catholic education to over 21,000 students across 45 primary, 11 secondary, and two K-12 schools.

Reporting directly to the Director of Catholic Schools, the Assistant Director provides expert instructional and operational leadership to school principals, offering strategic guidance, mentorship, and practical support to foster continuous improvement and sustainable school growth.

This role requires a collaborative and compassionate leader who can navigate complex educational environments while upholding the Diocese's commitment to faith formation, academic excellence and community engagement. The Assistant Director is integral to the recruitment, induction, and ongoing professional development of school leaders, ensuring Catholic values and educational best practices underpin all aspects of school operations.

The Assistant Director also serves as a key representative in transition and growth projects, property oversight, and the leadership of system-wide programs such as High Potential and Gifted Education.

Through visionary yet grounded leadership, the Assistant Director helps to build vibrant, inclusive Catholic school communities where every student and staff member is supported to thrive in faith and learning.



KEY ACCOUNTABILITIES

Leadership and Mentorship: Provide high-level mentoring, coaching, and strategic support to principals and school leaders, fostering their professional growth and enhancing leadership capacity across the Diocese.

School Improvement: Guide and support principals in developing and implementing school improvement plans to continuously enhance teaching quality, student outcomes, and school culture.

Operational Oversight: Advise on complex operational, educational, legal, and industrial matters within schools, supporting effective decision-making and timely resolution of issues.

Recruitment and Induction: Assist with the recruitment, selection, and onboarding of new principals and assistant principals, ensuring effective induction and ongoing professional support.

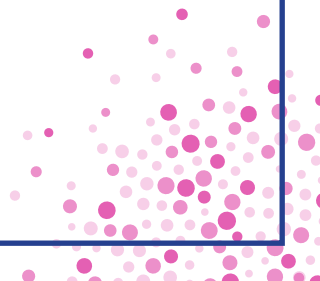
Collaboration and Partnership: Work collaboratively with internal teams (Religious Education and Spirituality, School Improvement and Learning, and Student Learning and Support.) and external stakeholders to coordinate resources and initiatives that strengthen Catholic education.

Strategic Project Leadership: Act as a key representative for the Diocese in school transition and growth programs, property management, and system-wide initiatives such as Sport and Road Safety, providing strategic direction and ensuring successful outcomes.

Crisis and Incident Management: Provide leadership and support during critical incidents or crises within schools, modelling calm and effective response.

Compliance and Safeguarding: Ensure adherence to diocesan policies, child safety standards, and legislative requirements, promoting a culture of safeguarding and wellbeing.

Stakeholder Engagement: Cultivate and maintain strong, trusting relationships with school communities, parishes, diocesan agencies, and other partners to support the mission of Catholic education.



ABOUT YOU

You are a deeply committed Catholic leader who lives your faith authentically and integrates Gospel values into all aspects of your work. Your leadership style is grounded in servant leadership, characterised by humility, compassion, and a genuine desire to serve others.

With extensive experience as a school principal or senior educational leader, you bring a proven ability to mentor and inspire school leaders in complex and evolving educational environments. You understand the importance of nurturing both the spiritual and academic growth of students and staff, and you are passionate about fostering vibrant, faith-filled school communities.

You are skilled at navigating governance frameworks, legislative requirements, and operational challenges with integrity and clarity. Your strategic thinking and collaborative approach enable you to work

effectively across teams and build strong partnerships with diverse stakeholders, including families, parishes, and diocesan agencies.

Data-informed and future-focused, you embrace innovation and change, leading transformational initiatives that enhance school culture and student outcomes while remaining rooted in the mission and traditions of Catholic education.

Above all, you are called to this ministry of leadership and formation – ready to accompany, support, and empower others as together you build schools that form disciples and nurture hope for the future.

BENEFITS OF WORKING WITH US

- ▶ Directly contribute to improving the lives of many in the community.
- ▶ Ability to salary sacrifice.
- ▶ Bishop's Leave – 1 week shutdown over Christmas and New Year annually (includes 3 days of additional paid leave + public holidays).
- ▶ Relocation costs available to suitable candidates.
- ▶ Leadership coaching.
- ▶ Paid parental leave.
- ▶ Flexible Work Arrangements available including hybrid working.
- ▶ Discounted gym membership through Fitness Passport.
- ▶ Ongoing training and development opportunities.
- ▶ A great friendly environment of dedicated and passionate co-workers.
- ▶ Corporate benefits, including EAP, flu shots and more.
- ▶ Modern office facilities with café on site

HOW TO APPLY

If you are driven by excellence, a deep commitment to integrity, and an unwavering desire to make an impact in our community, we encourage you to apply for the position of Assistant Director of Catholic Schools with the Catholic Diocese of Maitland-Newcastle.

Applicants should upload a CV and cover letter.

The successful candidate must be a practising Catholic, and have an understanding of and commitment to the teachings, values, and mission of the Catholic Church.

Applications to be submitted via <http://mn.shor.tn/AssistantDirector>.

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[CLICK HERE TO APPLY](#)

Thank you for your interest.

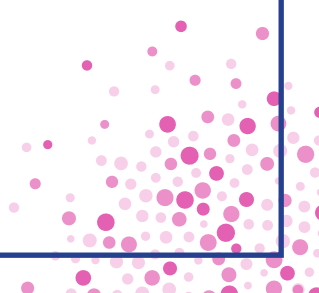
CONTACTS

For a confidential discussion about this role, please contact:

Sarah O'Leary

Senior Talent Partner

Mobile: 0428 777 359





mn.catholic.org.au



St Nicholas

